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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

March 11, 1944

PROCUREMENT MEMORANDUM NO. 3

Supplement No.1

Standard Purchase Abstract Format

Effective immediately certain revisions are being made in our inventory and accounting records. To facilitate operations under the revised procedures it is essential that unit prices shown on abstracts of purchases be stated both in the terms of the contract and in the same terms as our selling prices.

With respect to the latter price, purchase price units shall be the same as the units shown in the "Unit of Quotation" column of the Schedule of Commodities and Sales Price Quotations. With few exceptions, e. g., ascorbic acid tablets, vitamins, etc., this means that purchase unit prices will be expressed as price per net pound of the commodity. The purchase unit prices shall be extended to five decimal places similarly to the schedule of sales price quotations; the conversion weights shown in the conversion factor table shall be used in converting cases, cans, etc., into net weight equivalents.

*Racahull Hunt*

Deputy Director

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